



Republic of the Philippines  
PROVINCE OF NEGROS ORIENTAL  
City of Bayawan  
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON APRIL 20, 2021 AT 2 PM AT THE LEGISLATIVE BUILDING GOVERNMENT CENTER.

RECORD OF ATTENDANCE

HON. HENRY E. CARREON, JR.	Vice Mayor & Presiding Officer	Present
HON. NICO ANGELO L. LIM		Present
HON. MERLITA R. GAUDIEL		Present
HON. RUSMAR IAN D. TIJING		Present
HON. LUIS J. SUMALPONG		Present
HON. JONAS M. TRIAS		Present
HON. NARCISO N. CASIPONG		Present
HON. ROLANDO B. ABRASALDO		Present
HON. FELIPE O. SANTIAGO, JR.		Present
HON. SEVERINO SALVADOR M. CAPULSO	(LNMB Vice President)	Present
HON. TRISTAN GOLD T. TORRILLO	(SK Federated President)	Present

RESOLUTION NO. 247

"WHEREAS, Section a58 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that, "the Sanggunian Panlungsod is empowered to determine the positions, salaries, wages and other emoluments and benefits of officials and employees, paid wholly or mainly from the city funds and provide for the expenditures necessary for the proper conduct of programs, projects, services and activities of the city government.";

"WHEREAS, Article 99 of the Implementing Rules and Regulations of ic Act No. 7160, otherwise known as the Local Government Code of 1991 , provides lhat, "the Sanggunian Panlungsod, as the Legislative Body of the city, shall enact ordinances, approve resolutions and appropriate funds for the generalwelfare of the city";

"WHEREAS, Article 163 of of the Implementing Rules and Regulations of the same Code, provides that, "the local government unit shall design and implement its organizational structure and staffing pattern taking into its priority needs, service requirements and financial consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)";

"WHEREAS, the Honorable Mayor Pryde Henry A. Teves, in his letter dated October 10, 2020 has requested the Sangguniang Panlungsod to abolish certain vacant positions and create additional plantilla positions in the Different Offices/Departments of the Local Government Unit of Bayawan City;

"WHEREAS, the Committee on Personnel, Good Government and Ethics in its Committee Report dated February 22, 2021 has recommended for the approval of the request of the Honorable Mayor and to enact an ordinance abolishing the vacant positions and creating additional plantilla positions in the Different Offices/Departments of the Local Government Unit of Bayawan City;

"WHEREFORE, On motion of Honorable Councilor Rusmar Tijing and duly seconded by Honorable Councilor Jonas M. Trias, the Council

"RESOLVED, To enact, as it hereby enacts the following ordinance, to wit:

**ORDINANCE NO. 6**

**AN ORDINANCE ABOLISHING 16 VACANT POSITIONS AND CREATING ADDITIONAL 83 PLANTILLA POSITIONS IN THE DIFFERENT OFFICES/DEPARTMENTS OF THE LOCAL GOVERNMENT UNIT OF BAYAWAN CITY AND APPROPRIATING FUNDS THEREOF AND FOR OTHER PURPOSES**

Be it ordained that:

**SECTION 1.** The following are the positions to be abolished under the different offices of the Local Government Unit of Bayawan, to wit:

<b>DEPARTMENT</b>	<b>POSITIONS</b>	<b>ITEM NO.</b>	<b>BUDGETARY REQUIREMENT</b>	<b>REMARKS</b>
Office of the City Administrator	Administrative Aide III (SG3)	ADM - 9.1	248,497.00	No Eligibility
	Administrative Aide III (SG3)	ADM - 9.2	248,497.00	No Eligibility
Office of the City Planning Coordinator	Statistician IV (SG22)	CPDO - 10	1,101,541.00	In lieu of new positions in CPDO
Office of the City Civil Registrar	Administrative Assistant IV (SG10)	LCR - 4	367,233.00	No Eligibility
Office of the City Treasurer	Administrative Aide I (SG1)	CTO - 13	224,577.00	No Eligibility
	Administrative Aide IV (SG4)	CTO - 20	261,383.00	No Eligibility
	Ticket Checker (SG3)	CTO - 21	248,497.00	No Eligibility
	Administrative Aide IV (SG4)	CTO - 25.1	261,383.00	No Eligibility
Office of the City Assessor	Administrative Aide III (SG3)	ASS - 6.2	248,497.00	No Eligibility
Office of the City Mayor	Administrative Aide I (SG1)	OM - 21.6	224,577.00	No Eligibility
	Administrative Aide I (SG1)	OM - 21.7	224,577.00	No Eligibility
Office of the City Accountant	Administrative Aide I (SG1)	ACC - 10	224,577.00	No Eligibility
	Administrative Aide III (SG3)	ACC - 21	248,497.00	In lieu of new position in the CAO
Bayawan National High School	Principal (SG18)	BNHS - 1	716,827.00	Absorbed by DepEd
	Teacher I (SG11)	2.1	428,188.00	Absorbed by DepEd
Office of the City Health Officer	Administrative Aide III (SG3)	CHO - 5	320,131.00	No Eligibility
<b>TOTAL</b>			<b>5,597,479.00</b>	

**SECTION 2.** The following are the positions to be created under the different offices of the Local Government Unit of Bayawan, to wit:

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>ITEM NO.</b>	<b>BUDGETARY REQUIREMENTS</b>	<b>TOTAL ABR NTS</b>
Office of the City Mayor	Supervising Administrative Officer (SG22)	OM -24	1,101,541.00	1,101,541.00
Office of the City Mayor	Private Secretary II (SG15) 3 slots	OM - 25.1 OM - 25.2 OM - 25.3	559,632.00	1,678,896.00

Office of the City Mayor	Project Development Officer IV (SG22)	OM - 26	1,101,541.00	1,101,541.00
Office of the City Mayor	Executive Assistant IV (SG22)	OM - 2.2	1,101,541.00	1,101,541.00
Office of the City Mayor	Management & Audit Analyst I (SG 11) 2 slots	OM - 27.1 OM - 27.2	408,788.00	817,576.00
Office of the City Mayor	Administrative Officer IV (SG15)	OM - 28	559,632.00	559,632.00
Office of the City Administrator	Supervising Administrative Officer (SG22)	ADM - 14	1,101,541.00	1,101,541.00
Office of the City Administrator	Sports Development Officer III (SG18)	ADM - 9	716,827.00	716,827.00
Office of the City Administrator	Supervising Administrative Officer (SG22)	ADM - 15	1,101,541.00	1,101,541.00
Office of the City Administrator	Administrative Officer V (SG18) - 2 slots	ADM - 16.1 ADM - 16.2	716,827.00	1,433,654.00
Office of the City Administrator	Building Inspector I (SG11) - 4 slots	ADM - 17.1 ADM - 17.2 ADM - 17.3 ADM - 17.4	408,788.00	1,635,152.00
City Budget Office	Supervising Administrative Officer (SG22)	CBO - 9	1,101,541.00	1,101,541.00
City Budget Office	Supervising Administrative Officer (SG22)	CBO - 10	1,101,541.00	1,101,541.00
City Budget Office	Supervising Administrative Officer (SG22)	CBO - 11	1,101,541.00	1,101,541.00
City Accounting Office	Supervising Administrative Officer (SG22)	ACC - 10	1,101,541.00	1,101,541.00
City Treasury Office	Local Treasury Operations Officer III (SG18)	CTO - 13	716,827.00	716,827.00
CPSO	Traffic Operations Officer IV (SG22)	CPS - 7	1,101,541.00	1,101,541.00
CPSO	Administrative Officer V (SG18)	CPS - 8	716,827.00	716,827.00
City Veterinary Office	Veterinarian IV (SG22)	CVO - 2	1,101,541.00	1,101,541.00
City Veterinary Office	Livestock Inspector III (SG 11) 2 slots	CVO - 6.1 CVO - 6.2	408,788.00	817,576.00
City Health Office	Nurse VI (SG 22)	CHO - 22	1,101,541.00	1,101,541.00
City Agriculture Office	Engineer II (SG 16) 2 slots	AGRI - 14.1 AGRI - 14.2	607,129.00	1,214,258.00
City Agriculture Office	Administrative Officer V (SG 18)	AGRI - 15	716,827.00	716,827.00
City Agriculture Office	Computer Operator IV (SG 14)	AGRI - 16	516,456.00	516,456.00
City Agriculture Office	Senior Agriculturist (SG18)	AGRI - 17	716,827.00	716,827.00

City Agriculture Office	Agriculturist II (SG 15)	AGRI – 18	559,632.00	559,632.00
City Agriculture Office	Aquaculturist II (SG 15)	AGRI – 19	559,632.00	559,632.00
City Agriculture Office	Development Management Officer I (SG 11)	AGRI – 20	408,788.00	408,788.00
City Agriculture Office	Marketing Specialist I (SG 11)	AGRI – 21	408,788.00	408,788.00
City Agriculture Office	Agriculturist I (SG 11)	AGRI – 22	408,788.00	408,788.00
City General Services Office	Administrative Assistant V (SG11)	GSO – 45	408,788.00	408,788.00
City Planning & Development Office	Project Development Officer II (SG15)	CPDO – 10	559,632.00	559,632.00
City Planning & Development Office	Planning Officer II (SG15)	CPDO – 17	559,632.00	559,632.00
City Planning & Development Office	Engineer III (SG19)	CPDO – 18	788,868.00	788,868.00
City Assessor's Office	Local Assessment Operations Officer III (SG18)	ASS – 11.1	716,827.00	716,827.00
City Assessor's Office	Local Assessment Operations Officer III (SG18)	ASS – 11.2	716,827.00	716,827.00
City Social Welfare & Development Office	Day Care Worker I (SG 6) 10 slots	CSWD – 14.1 CSWD – 14.2 CSWD – 14.3 CSWD – 14.4 CSWD – 14.5 CSWD – 14.6 CSWD – 14.7 CSWD – 14.8 CSWD – 14.9 CSWD – 14.10	289,380.00	2,893,800.00
City Engineering Office	Engineer III (SG19)	CEO – 41	788,868.00	788,868.00
City Engineering Office	Engineer II (SG16) 5 slots	CEO – 42.1 CEO – 42.2 CEO – 42.3 CEO – 42.4 CEO – 42.5	607,129.00	3,035,645.00
City Cooperative & Manpower Development Office	Administrative Officer V (SG 18)	CCMD – 7	716,827.00	716,827.00
City Cooperative & Manpower Development Office	Administrative Officer I (SG 10)	CCMD – 8	367,233.00	367,233.00
City Civil Registry Office	Administrative Officer I (SG10) 2 slots	LCR – 4.1 LCR – 4.2	367,233.00	734,466.00
City Environment & Natural Resources Office	Environmental Management Specialist II (SG15)	CENR – 7	559,632.00	559,632.00
City Environment & Natural Resources Office	Sanitation Inspector I (SG6)	CENR – 8	289,380.00	289,380.00

City Legal Office	Administrative Officer V (SG 18)	CLO – 3	716,827.00	716,827.00
Human Resource Management Office	Human Resource Management Officer III (SG18)	HRMO – 2	716,827.00	716,827.00
Human Resource Management Office	Human Resource Management Officer III (SG18)	HRMO – 3	716,827.00	716,827.00
Human Resource Management Office	Human Resource Management Officer III (SG18)	HRMO – 4	716,827.00	716,827.00
Human Resource Management Office	Computer Operator IV (SG 14)	HRMO – 5	516,456.00	516,456.00
Human Resource Management Office	Computer Operator IV (SG 14)	HRMO – 6	516,456.00	516,456.00
City Information Technology Office	City Government Department Head I (SG25)	CIT – 1	1,741,475.00	1,741,475.00
City Information Technology Office	Information Technology Officer II (SG22)	CIT – 2	1,101,541.00	1,101,541.00
City Information Technology Office	Information Systems Analyst II (SG16)	CIT – 3	607,129.00	607,129.00
City Information Technology Office	Computer Programmer II (SG15)	CIT – 4	559,632.00	559,632.00
City Information Technology Office	Computer Programmer I (SG11) 2 slots	CIT – 5 CIT – 6	408,788.00	817,576.00
City Information Technology Office	Information Technology Officer (SG19)	CIT – 7	788,868.00	788,868.00
City Information Technology Office	Engineer II (SG16)	CIT – 8	607,129.00	607,129.00
City Information Technology Office	Computer Operator IV (SG14)	CIT – 9	516,456.00	516,456.00
City Information Technology Office	Computer Maintenance Technologist I (SG11)	CIT – 10	408,788.00	408,788.00
				52,006,624.00

**SECTION 3.** Appropriations - For the basic annual compensation of Personnel who will fill-up the Plantilla Positions as herein-above created is hereby appropriated, which amount shall be taken from the General Fund of the City Government of Bayawan.

**SECTION 4.** Duties and Functions - The following are the duties and functions:

**CITY MAYOR'S OFFICE**

Position Title: Supervising Administrative Officer  
Salary Grade: SG-22

Item No. : OM-24

**Statement of Duties**

% of Working Time	Duties
30%	a. Ensures that all mandated functions are properly implemented;
30%	b. Develops Plans and Programs to improve the services assigned;
30%	c. Supervises the personnel and routine operations of the Administrative Section;
10%	d. Do other task assigned by the Head of Office.

Position Title: Private Secretary II (3 slots)  
Salary Grade: SG-15

Item No. : OM-25.1/OM-25.2/OM-25.3

**Statement of Duties**

% of Working Time	Duties
30%	a. Serves as liason between the executive and government agency personnel and community organizations;
30%	b. Conducts research and review on proposals presented by government agencies and other non governmental organizations and draft recommendations for the LCE final approval;
30%	c. Responsible for administrative tasks such as LCE's and its executive staff's schedule, travel arrangements, setting meetings & appointments and ensuring proper filing and storage of records and documents;
10%	d. Does other task assigned by the LCE.

Position Title: Project Development Officer IV  
Salary Grade: SG-22

Item No. : OM-26

**Statement of Duties**

% of Working Time	Duties
30%	a. Develops Plans and Programs that would address the needs of the community;
20%	b. Coordinates with other offices such as Engineering, Planning, Agriculture, Veterinary and Tourism in planning their respective responsibility;
15%	c. Ensures that all programs projects related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services are properly implemented;
15%	d. Monitors and coordinates with Head of Departments in the implementation of priority projects related to Infrastructure, Agriculture & Veterinary Services;
5%	e. Attend all meetings in behalf of the Local Chief Executive related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services;

5%	f. Regularly report to the LCE any updates related to Infrastructure, Tourism, Agriculture, Environment and Veterinary Services;
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Position Title: Executive Assistant IV  
Salary Grade: SG-22

Item No. : OM-2.2

**Statement of Duties**

% of Working Time	Duties
40%	a. Handles information request and conceptualize media production reports for the promotion of the Local Government;
30%	b. Liaise Local Government concerns among government and non government organizations;
20%	c. Arrange meetings and schedule appointments with the heads of departments, SP members, and other concerned individuals;
10%	d. Does other task assigned by the LCE.

Position Title: Management & Audit Analyst I  
Salary Grade: SG-11

Item No. : OM-27.1/OM-27.2

**Statement of Duties**

% of Working Time	Duties
40%	a. Performs financial and/or operations auditing work;
10%	b. Undertakes measure to provide feedback on the internal audit scope and objectives with affected agency personnel prior to conduct of audit;
25%	c. Recommends corrective measures/action by reporting on the results of audit completed;
10%	d. Discusses audit results with auditee/s before the draft of the report is finalized;
10%	e. Conducts follow- up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non implementation;
5%	f. Does other task as may be assigned by the superior.

Position Title: Administrative Officer IV  
Salary Grade: SG-15

Item No. : OM-28

**Statement of Duties**

% of Working Time	Duties
25%	a. Supervise the personnel and routine operations of the Local Economic and Investments Promotion Office.

25%	b. Manage and coordinate the implementation of the Investment Promotions Program and Annual Investments Plan.
15%	c. Executes, directs and implements the policies, regulations and resolutions issued by the Local Investment and Incentive Board.
10%	d. Assists the Local Investment and Incentive Board in arranging joint ventures among local and foreign investors.
5%	e. Recommends policies and measures to better carry out the objective of the Local Investment and Incentive Code.
5%	f. Facilitates after-care services to the investors.
5%	g. Evaluates applications for registration/application for the availment of local incentive and submit its recommendation to the Board.

**OFFICE OF THE CITY ADMINISTRATOR**

Position Title: Supervising Administrative Officer  
Salary Grade: SG 22

Item No.: ADM-14

**Statement of Duties**

% of Working Time	Duties
15%	a. Supervise the personnel and routine operations of the Business One Stop Shop.
10%	b. Devises plan to stimulate business growth in the City ensuring that all trade and undertakings are registered/ renewed
10%	c. Develops strategies and innovation that will result in speedy registration/ renewals of Business permit
10%	d. Regulates all Business activity to comply with existing National Laws and City Ordinances relative to their trade undertaking
10%	e. Records/ register all business activities operating in Bayawan City
10%	f. Validates compliance of business permits through business mapping/ inspection
10%	g. Submits periodic report regarding BPLS implementation to DILG, DTI, CCMDO other government agencies (BSP) and the Local Chief Executive
5%	h. Serves as the Secretariat of the Joint Inspection Team (JIT)
5%	i. Serves as Oversight Committee in the implementation of the Local Revenue Code
5%	j. Oversees the transition from paper to electronic management systems

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5%	k. Recommends to the Sangguniang Panlungsod/ City Mayor Policies and/ or procedures that will increase registered and legally operating business
5%	l. Does other task as may be assigned by superior.

Position Title: Sports and Development Officer III      Item No. : ADM-9  
Salary Grade: SG-18

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
15%	a. Spearheads the implementation of various sports-related plans to promote recreation, good health and improvement of the mind and morals of the constituents.
15%	b. Oversees grassroots sports trainings and facilitates the processing of documents needed or related for the conduct of grassroots sports training.
15%	c. Facilitates the conduct of Local Tournaments, Friendship Games, Promotional Games and other activity that will improve and boost the potential skills of our local athletes.
15%	d. Organizes and coordinates with various organizations activities related to ball games, racket sports, and cue sports.
10%	e. Check training and tournament facilities and venues.
10%	f. Facilitates the processing of documents for invitations outside Bayawan City.
10%	g. Conducts equipment inventory, monitoring and approval of releasing from stockroom.
5%	h. Submits activity attendance, reports, and results to the Sports Analysts for consolidation, processing, and or entry into the Sports Database System.
5%	i. Does other tasks as may assigned by superior.

**CITY ADMINISTRATOR'S OFFICE (Office of the Building Official)**

Position Title: Supervising Administrative Officer      Item No. : ADM-15  
Salary Grade: SG-22

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>

35%	a. Responsible for the enforcement of the provision of the Code and its IRR, as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto. His action shall always be guided by appropriate order/s directives from the Secretary.
30%	b. In-charge of the overall administrative control and/or supervision over all works pertinent to buildings/structures in his area of responsibility and shall be charged with the processing of all permit applications and certificates as well as the issuance of the same.
20%	c. Ensures that all changes, modifications, and alternations in the design plans during the construction phases shall not start until the modified design plan has been evaluated and the necessary amendatory permit issued. (e.g. BUILDING PERMIT, OCCUPANCY PERMIT, FENCING PERMIT, DEMOLITION PERMIT, ETC.).
15%	d. Undertakes annual inspections of all buildings/structures and keep an up-to-date record of their status.

Position Title: Administrative Officer V  
Salary Grade: SG-18

Item No. : ADM-16.1

Statement of Duties

% of Working Time	Duties
30%	a. Process applications for the issuance of the building permits, including ancillary and other permits;
30%	b. Process applications for temporary electrical connection;
30%	c. Monitor construction of buildings/electrical connection with newly issued permits and process applications for occupancy permit/final inspection certificate.
10%	d. Does other tasks as may be assigned by superior.

Position Title: Administrative Officer V  
Salary Grade: SG-18

Item No. : ADM-16.2

Statement of Duties

% of Working Time	Duties
30%	a. Conduct initial and annual inspection of business establishments;
30%	b. Monitor and regulate improvements of existing buildings and industrial structures;
30%	c. Enforce the National Building Code on illegally constructed structures;
10%	d. Does other tasks as may be assigned by superior.

Position Title: Building Inspector I (4 slots)  
Salary Grade: SG-11

Item No. : ADM-17.1/ADM-17.2  
ADM-17.3/ADM-17.4

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
50%	a. Verify compliance with the minimum safety standards set forth in the adopted codes.
40%	b. Review and compare to the approve plans or building code (as applicable) for compliance, and issue an inspection report.
10%	c. Does other tasks as may be assigned by superior.

**CITY BUDGET OFFICE**

Position Title: Supervising Administrative Officer (SG22)  
Salary Grade: SG-22

Item No. CBO-9

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
16%	a. Supervises the personnel and operations of the Appropriation Section;
50%	b. Facilitates the preparation of Annual & Supplemental Budgets of the City;
10%	c. Ensure that the supporting documents of Annual & Supplemental Budgets are complete and in order;
10%	d. Keeps track of available sources of funds and supplemental Budget requests approved by Local Chief Executive;
5%	e. Ensure that all supplemental budgets are backed-up with funds;
7%	f. Coordinantes with other Departments/offices for budgeting purposes;
2%	g. Monitors the review of barangay budgets;

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Position Title: Supervising Administrative Officer  
Salary Grade: SG-22

Item No. CBO-10

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
10%	a. Supervises the personnel and operations of the Allotment Section;
45%	b. Reviews and provides control number of all POWs and PPMPs/RDs/Activity Designs.
20%	c. Prepares Allotment Reselase Order (LBE Form 1): a. Regular releases of allotment b. 10% earmarked for later release c. On the day approved request was received

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10%	d. Reviews Detailed & Summary of Financial and Physical Performance Target (LBE Form 3A & LBE Form 3).
5%	e. Coordinates with concerned office for posting in 3 conspicuous places in the LGU of LBE Form 1 and LBE Form 3.
10%	f. Prepares Monthly Allotment Report.

Position Title: Supervising Administrative Officer  
Salary Grade: SG-22

Item No. CBO-11

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
10%	a. Supervises the personnel and operations of the Obligation Section;
40%	b. Reviews all incoming OBR's supporting documents & recorded in the registry
25%	c. Prepares & submit SAAOB – monthly & quarterly for current Appropriation, Continuing, SEF & BGCM
5%	d. Prepares mandatory reports – CDRRMF, GAD Utilization, Peace & Order Services & others
5%	e. Prepares monthly status of Obligation & Utilization
5%	f. Set up Beginning Balances for Continuing Appropriation
5%	g. Reconcile & review registries & SAAOB for dissemination
5%	h. Records Supplemental Budgets & updates of appropriation disseminated

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**CITY ACCOUNTING OFFICE**

Position Title: Supervising Administrative Officer  
Salary Grade: SG-22

Item No. : ACC-10

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
35%	a. Supervises the personnel and operations of the Financial Services Section.
20%	b. Reviews and verifies all reports prepared by personnel under the section.
15%	c. Analyze accounts under the General Fund for adjustments, corrections and others.
15%	d. Prepares financial statements as required by COA and other oversight agencies monthly, quarterly and annually including its supporting documents.

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5%	e. Reconciles financial statements with other reports of City Treasurer & City Budget Office as required by BLGF and DBM respectively.
5%	f. Prepares disbursement voucher and supporting documents of all loan obligation of the city.
5%	g. Act on other tasks that maybe assigned from time to time by the City Accountant.

**CITY TREASURY OFFICE**

Position Title: Local Treasury Operations Officer  
Salary Grade: SG – 18

Item No. CTO-13

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
40%	a. Supervises and monitors Administrative Section and Cash Section Personnel in the compliance of rulings and administrative issuances received from BLGF,COA and LGU.
15%	b. Supervises and monitors Barangay Treasurer as deputy of the City Treasurer in the collection and remittances of Revenue Collectors.
15%	c. Take charge in the monitoring, verification and inspection of all accountable forms received and issued to all Accountable Officers.
10%	d. Supervises and monitors the proper receipts and disbursement of funds prepared by cash section personnel.
5%	e. Take charge in the monitoring of collection remitted and deposited by the liquidating officer.
5%	f. Prepares Report of Compliance of Memoranda, Orders for submission to concerned offices.
5%	g. Assists in the preparation & review of Ordinances and Resolutions endorsed by the Sangguniang Panlungsod.
5%	h. Does other tasks as maybe assigned by immediate supervisor



**CITY PUBLIC SAFETY OFFICE**

Position Title: Traffic Operations Officer IV  
Salary Grade: SG - 22

Item No. CPS-7

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
50%	a. Develops Office Goals, plans, strategies, policies & procedures and upon approval of the City Mayor implements the same, particularly those which has to do with programs and projects related to transportation & traffic management in the city, which the City Mayor is empowered to implement & the Sangguniang Panlungsod is empowered to legislative under the law;



20%	b. Institutionalize the enforcement of "No Contract Apprehension Policy" in apprehending violators;
10%	c. Conducts continuing information, education & training programs necessary to impact public awareness in transportation & traffic management;
10%	d. Enforces rules and regulations relating to transportation and traffic management;
10%	e. Performs such duties & functions as maybe prescribed by LCE, laws or ordinances.

Position Title: Administrative Officer V  
Salary Grade: SG - 18

Item No. CPS-8

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
40%	a. Conducts General Supervision & control of Traffic and CCTV Operations personnel and its daily activities. Sees to it that established rules and guidelines & standard operating procedures in the deployment of personnel specifically in providing assistance in insuring effective, efficient and safety transportation and traffic management, are adhered to.
20%	b. Provides Technical Assistance in the formulation & implementation of plans, strategies, policies & procedures to meet the Department Goals and Objectives;
15%	c. Establish Fiscal Objectives and plan future requirements of the office;
10%	d. Institutionalize the enforcement of "No Contact Apprehension Policy" in apprehending violators;
10%	e. In the absence of the Office Head, oversees the performance of functions by each section to ensure that duties and responsibilities are executed effectively and efficiently;
5%	f. Performs such duties & functions as maybe assigned by the head of office

**CITY VETERINARY OFFICE**

Position Title: Veterinarian IV  
Salary Grade: SG 22

Item No. CVO-2

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
15%	a. Supervises the personnel and operations of the Animal Breeding Center.
15%	b. Develops plans and documented procedures to serve as basis of the Center's quality operations with the main objectives to produce quality

	breeders, meat, milk, egg, balut, vermicast, and other animal farming by-products.
10%	c. Attends to animal health and production technologies needs of Center's and farmers' animals as needed.
10%	d. Assists in the implementation of RA9296 (Meat Inspection Code of the Philippines), RA8485 (Animal Welfare Act) and RA9482 (Anti-Rabies Act) and other statutory rules, regulations and issuances
10%	e. Ensures the safety and functionality of all assets of the government under his/her charge and must keep records of assets assignment to accountable Center personnel
10%	f. Ensures the productivity of all the Center's animals to cope with the demand of the City for the continuity of the animal dispersal programs
10%	g. Assists the City Veterinarian in providing veterinary related services, such as in the outbreak of highly-contagious and deadly diseases, and in situations resulting in the depletion of animals for work and human consumption, particularly those arising from the aftermath of man-made and natural calamities, disasters and other incidents;
15%	h. Attends farmers' meetings and gatherings to actively promote poultry and livestock farming technologies
5%	i. Shall perform other functions as may be assigned by the City Veterinarian

Position Title: Livestock Inspector III      Item No.CVO-6.1 & 6.2  
Salary Grade: SG 11

Statement of Duties

% of Working Time	Duties
15%	a. Organizes and conducts year round vaccination, deworming and supplementation schedules for food and companion animals in 28 barangays of the City.
15%	b. Conducts Communication, Education and Public Awareness Campaign (CEPA) on recent trends in farming and regularly conduct surveys for the updating of the Livestock Farmer and Animals' Registry
15%	c. Recommends plans and projects to his/her immediate supervisor in relation to the control and prevention of animal diseases, animal farming technology application and development at backyard and commercial farmer level, procedures and processes that can ease doing transactions with the Office, and records and recording/documentation systems that allows for traceability and establishment of evidence in relation to services provided to the farmers.
10%	d. Assists in setting up checkpoints to regulate the entry and exit of live animals in the City
10%	e. Conducts veterinary procedures under the range supervision of the City Veterinarian
10%	f. Monitors all the resources/assets under his/her watch such as dispersed animals and lent properties to farmers for proper accounting and auditing as may be scheduled
10%	g. Develops biosecurity measures and systems that can prevent outbreak of important economic and zoonotic animal disease





30%	a. Ensures availability of resources in the conduct of activities, manpower requirements and logistical support.
20%	b. Conducts coordination to other sections, divisions and department offices to ensure proper and efficient delivery of office services.
20%	c. Reviews and recommends operational support service improvements.
15%	d. Reviews and recommends for the Individual Performance Commitment of all personnel in the Division, and liaise with other division heads for consolidation of reports and assessment reviews.
10%	e. Oversees the overall working condition of the office and staff.
5%	f. Perform all other relevant tasks as may be directed by immediate supervisors

Position Title: Computer Operator IV  
Salary Grade: SG 14

Item No.AGRI - 16

Statement of Duties

% of Working Time	Duties
25%	a. Analyze, design, and recommend for implementation office database and information systems in collaboration with the Information Technology Office and office end-users.
25%	b. Facilitates office application and database management systems development.
25%	c. Oversee and ensure proper storage, easy retrieval, maintenance and overall management of digital records, database, software and ancillary hardware of the office.
20%	d. Facilitates systems deployment and trainings for end users.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title: Senior Agriculturist  
Salary Grade: SG 18

Item No.AGRI - 17

Statement of Duties

% of Working Time	Duties
25%	a. Exercise general supervision, provides direction on the implementation of programs, projects and activities, and day-to-day management of the Field Crops Section.
20%	b. Prepares and conducts trainings, seminars, workshops and other relevant capability-building activities necessary in the achievement of the objectives of the programs, projects and activities under the Crops Section.
20%	c. Coordinates with barangay LGUs, LGU departments, NGAs and CSOs in program implementation activities including project consultation, feedbacking, and monitoring activities.

10%	d. Supervises the operation and management of the Bio Control Laboratory.
10%	e. Assists the Field Operation Chief in program and project planning, report generation and community monitoring activities for service improvement delivery.
10%	f. Prepares reports, project documentation and facilitates monitoring and evaluation of programs and projects under the Crops Section.
5%	g. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title:  
Salary Grade:

Agriculturist II  
SG 15

Item No.AGRI - 18

Statement of Duties

% of Working Time	Duties
30%	a. Under direction, supervises insect pests and plant diseases detection, trapping programs, performs field and laboratory investigations, studies, researches and documents pests and diseases occurrence, farmers' pest and diseases management practices, and recommend relevant measures for monitoring and improvement of program implementation.
25%	b. Directly manages and ensure effective day-to-day operations of the bio-control laboratory and ancillary facilities.
20%	c. Conducts education and information activities as well as provide training, demonstrations and related work to farmers, agricultural technicians and other stakeholders relevant to pest and diseases management measures in crops.
20%	d. Coordinates with agricultural technicians and extension workers, farmers, CSOs, and NGAs and other relevant agencies necessary in the enhancement of initiatives and strategies on pest and diseases management.
5%	e. Perform all other relevant tasks as may be directed by immediate supervisors.

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Position Title:  
Salary Grade:

Aquaculturist II  
SG 15

Item No.AGRI - 19

Statement of Duties

% of Working Time	Duties
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25%	a. Under general supervision, plans and designs program of improved fish culture and propagation methodology breeding, grow-out and harvesting of inland fishery and other aquatic species and assign/directs the field works of fishery technician.
25%	b. Ensures the proper maintenance and optimum operation of fish hatcheries, nurseries and grow-out facilities including the preparation of production reports and impact assessments.
25%	c. Develops and implements methods of rearing fish and other aquatic species, facilitate appropriate capability programs and refresher courses for field staff and relevant technology transfer to farmers thru training extension seminars and trainings on aquaculture.
20%	d. Makes periodic reports on the progress, needs and problems of fish farm in the city and assist in the coming up recommendation for plans, program design, policy and regulation measures related to aquaculture.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors

Position Title: Development Management Officer I      Item No.AGRI - 20  
Salary Grade: SG 11

**Statement of Duties**

% of Working Time	Duties
20%	a. Provides assistance to association in the registration of rural based organizations and facilitating livelihood programs and aids in collaboration with other offices and agencies.
25%	b. Assists farmers and fisherfolks associations in the fund sourcing, design, proposal making and implementation of livelihood aids and programs.
25%	c. Facilitates and prepares process documentation and impact assessments of agriculture and fishery programs and projects.
25%	d. Facilitates the preparation and publication of reports agriculture and fishery programs and project in print and tri-media platform in collaboration with the media and promotions unit of the organization.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

Position Title: Marketing Specialist I      Item No.AGRI - 21  
Salary Grade: SG 11

**Statement of Duties**

% of Working Time	Duties
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**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
40%	a. Operates computer application software or data base system necessary for the office. Operates the computer for encoding and retrieval of records of status of the requisition issued to a department.
30%	b. Maintains and keeps computer file records of accomplishment reports of each section of the department for easy access and retrieval.
20%	c. Prepares accomplishment reports.
5%	d. Assists in the preparation of payroll and purchase requests.
5%	e. Does other tasks as may be assigned by superior.

**CITY PLANNING & DEVELOPMENT OFFICE**

Position Title: Project Development Officer II  
 Salary Grade: SG-15

Item No. : CPDO - 10

**Statement of Duties0**

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<b>% of Working Time</b>	<b>Duties</b>
40%	a. Facilitates and monitors program implementation according to project plan and specification.
30%	b. Assists in the conduct of annual monitoring and evaluation of all LGU programs, projects and activities.
20%	c. Provides secretariat function to the City Development Council
10%	d. Performs other relevant tasks as may be assigned by the immediate supervisor.

Position Title: Planning Officer II  
 Salary Grade: SG-15

Item No. : CPDO - 17

**Statement of Duties**

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<b>% of Working Time</b>	<b>Duties</b>
20%	a. Conducts researches and continuing studies such as socio-economic studies, feasibility studies and relevant researches in the preparation of local development plans.
20%	b. Facilitates trainings, seminars, workshops, community organizing and relevant activities necessary in the formulation of local development plans.

20%	c. Assists the Head of the Planning Section in the preparation of the LGU investment plans and coordinates with respective agencies and Barangay LGUS in the submission and compilation of document requirements in compliance for legislation/ annual budget.
15%	d. Assists the Head of the Planning Section in providing secretariat services of the City Development Council, the local Housing Management Committee and relevant local special bodies handled by the City Planning & Development Office.
15%	e. Assists the Head of the Planning Section in coordination and collaboration activities with LGU departments, Barangay LGUS, NGAs, and CSOs relevant in the fulfillment of the mandate of the City Planning & Development Office.
10%	f. Performs other relevant tasks as may be assigned by the immediate supervisor.

Position Title: Engineer III  
Salary Grade: SG-19

Item No. : CPDO - 18

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
25%	a. Does researches and project development studies necessary for the formulation of project plans.
25%	b. Does geodetic surveys of areas identified for development (including lot donations to the LGU Bayawan City) and signs survey plans of the LGU.
25%	c. Assists the Project Development Officer in the verification of areas proposed for project development.
15%	d. Prepares reports needed for LGU Management decision making and policy development.
10%	e. Performs other relevant tasks as may be assigned by the immediate supervisor

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**CITY AESSOR'S OFFICE**

Position Title: LOCAL ASSESSMENT OPERATION OFFICER III Item No.: ASS – 11.1  
Salary Grade: SG-18  
Section: Appraisal and Assessment Section

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
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50%	a. Conducts examination and verification of Correct Appraisal and Assessment of All Real Properties within the jurisdiction of Bayawan City for taxation purposes.
25%	b. Reviews Field Appraisal and Assessment Report of tax mappers for issuance of tax declaration for taxation purposes.
10%	c. Submits tax declaration for recommending approval.
10%	d. Data collection on sales price, construction costs, rents to determine current market valuation for taxation purposes.
5%	e. Does other tasks as maybe assigned by the city assessor

Position Title: LOCAL ASSESSMENT OPERATION OFFICER III Item No.: ASS – 11.2  
Salary Grade: SG-18  
Section: Tax Mapping Section

Statement of Duties

% of Working Time	Duties
50%	a. Conduct field inspection of all real property units within the jurisdiction of Bayawn for identification of property location, ownership, classification and actual use.
30%	b. Submission of Field Appraisal and Assessment Reports.
15%	c. Updating of property classification base on its actual use for taxation purposes.
5%	d. Does other tasks as maybe assigned by the city assessor

**CITY SOCIAL WELFARE & DEVELOPMENT OFFICE**

Position Title: Day Care Worker I  
Salary Grade: SG - 6

Item No.: CSWD – 14.1; CSWD – 14.2  
CSWD – 14.3; CSWD – 14.4  
CSWD – 14.5; CSWD – 14.6  
CSWD – 14.7; CSWD – 14.8  
CSWD – 14.9; CSWD – 14.10

Statement of Duties

% of Working Time	Duties
30%	a. Conducts actual classes to children.
15%	b. Facilitates children's activities and program implementations
15%	c. Prepares and submits ECCD records, reports, correspondences and other pertinent documents.
15%	d. Mobilization of parents, community, partner agencies and stakeholders.

15%	e. Management and upkeep of the child learning center.
10%	f. Does other tasks assigned by supervisor.

**CITY ENGINEERING OFFICE**

Position Title: Engineer III  
Salary Grade: SG-19

Item No. : CEO - 41

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
20%	a. Supervise, monitors and impose observance of Health and Safety program at all working sites for projects implement by administration and contract.
15%	b. Prepares training design program and conduct training relating to Health and safety.
15%	c. Develops, communicates and implements a cost-effective, strategic safety programme.
10%	d. Imparts health and safety tips every department Monday meeting.
10%	e. Coordinates and reminds relating to Occupational Health and Safety at all working sites.
10%	f. Issues sites instructions and non-conformance report relating to Health and Safety Program to the project supervisors for projects undertaken by administration and by the contact.
5%	g. Supervise and monitors all water system projects.
5%	h. Advises all project supervisors as to the observance by the workers performance and adherence of the safety standards.
5%	i. Supervise welding and painting works and other related steel works.
5%	j. Does other related functions as directed by the immediate supervisors.

Position Title: Engineer II (5 slots)  
Salary Grade: SG-16

Item No. : CEO-42.1/CEO-42.2/CEO-42.3  
CEO-42.4/CEO-42.5

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
25%	a. Assists the cluster manager in supervision both admin and contract project and handling and managing on-site personnel.
15%	b. Assists to address issues and concerns encountered on-site, scheduling and tracking of the heavy equipment.
15%	c. Prepares documents such as SWA, Bar Chart and S-Curve and etc. for approval as required of contractor's billing request.
5%	d. Prepares monthly project monitoring reports for both admin and contract projects.

5%	e. Prepares communications replies for technical queries from other departments specifically CPDO.
5%	f. Assists to address to private and barangay requests.
5%	g. Answers to requests and queries from CEO personnel with in the cluster.
5%	h. Prepares time extension/suspension certificates for approval as per contractor's request.
5%	i. Prepares communications, notices to various contractors regarding the status of their contract projects.
5%	j. Monitors material availability, utilization of labor and fuel and evaluate projects physical accomplishment.
5%	k. Assists in improving work methodology and techniques for projects physical accomplishment.
5%	l. Provides actual project data in comparison to approve program of work.

**CITY COOPERATIVE & MANPOWER DEVELOPMENT OFFICE**

Position Title: ADMINISTRATIVE OFFICER V      Item No. CCMD-7  
Salary Grade: SG 18

**Statement of Duties**

% of Working Time	Duties
25%	a. Assists Head of Office in the development of operating procedures, confers with him/ her on matters affecting personnel policy and other administrative problems, and reviews systems and procedures and make recommendations to improve work efficiency.
25%	b. Prepares regular financial and administrative reports (e.g. Office Annual Budget, LDIP, AIP, OPCR, IPCRs, etc.) and assists with allocation of office finances.
20%	c. Makes complex operational decisions and performs other administrative-related and managerial functions, involving a high degree of initiative and responsibility in planning and direction of programs per consultation and approval of senior officers
10%	d. Provide direct supervision that includes conducting performance evaluation, providing advice on administrative matters, identify problems areas and determine solutions
10%	e. Monitors and maintains office equipment and inventory supplies
10%	f. Performs other duties as assigned

Position Title: ADMINISTRATIVE OFFICER I      Item No. CCMD - 8  
Salary Grade: SG 10

**Statement of Duties**

% of Working Time	Duties
25%	a. Assists in the implementation and preparation of documents for livelihood grants/loans and other financial assistance extended by the office.
20%	b. Assists in the conduct of various trainings, seminars and capability building for registered cooperatives and associations.
10%	c. Performs specialized and responsible administrative work involving a high degree of initiative and responsibility in planning and direction of programs to effect efficient operation.
10%	d. Conducts monitoring of livelihood projects and collection of repayment for soft loans.
10%	e. Operates and maintains procurement, inventory and electronic data tracking system.
5%	f. Manage, coordinate and supervise subordinates that provide administrative functions.
5%	g. Assists in the budget preparation process.
5%	h. Prepares reports and presentations with statistical data, as assigned.
5%	i. Prepares correspondence, documentation, or presentation materials.
5%	j. Performs other related functions that maybe assigned

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**LOCAL CIVIL REGISTRY OFFICE**

Position Title: ADMINISTRATIVE OFFICER I      Item No. LCR – 4.1; LCR – 4.2  
 Salary Grade: SG 10

**Statement of Duties**

% of Working Time	Duties
15%	a. Takes charge in the receiving and recording of incoming and outgoing correspondence.
15%	b. Keeps record and files of communications, appointments and documents.
10%	c. Prepares monthly demographic reports of registered civil events.
10%	d. Monitors and prepares monthly reports on the BREQs and civil registration activities.
10%	e. Files request for certified copies of civil registry documents.
10%	f. Incharge of scanning, copying and printing documents.
10%	g. Assists in the preparation of civil registry forms for registration.
10%	h. Assists in the conduct of mobile civil registration and other activities.

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10%	i. Incharge of encoding/ data banking of registered civil registry documents.
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**CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

Position Title: Environmental Management Specialist II Item No. CENR - 7  
 Salary Grade: SG - 15

**Statement of Duties**

% of Working Time	Duties
35%	a. Supervise operation and maintenance of all facilities housed at Bayawan City Waste Management and Ecology Center (BCWMEC) in accordance to the prescriptions of RA 9003.
20%	b. Manage data on all types of waste brought to BCWMEC.
20%	c. Provides technical information on the operation and maintenance of all facilities housed at BCWMEC to visitor groups and design related information materials as well.
20%	d. Supervise all personnel and staff assigned at BCWMEC.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors

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Position Title: Sanitation Inspector I Item No. CENR - 8  
 Salary Grade: SG - 6

**Statement of Duties**

% of Working Time	Duties
25%	a. Conducts inspection of all sources due for de-sludging and recommend necessary action steps to unit of assignment or to owners.
25%	b. Keeps and updates monthly data in terms of volume de-sludged from households, establishments, institutions. Indigents within and other clients.
25%	c. Ensures the upkeep of de-sludging units and other equipment assigned at the Septage Management Office.
20%	d. Prepares daily schedule of operation of the Septage Management Office.
5%	e. Performs all other relevant tasks as may be directed by immediate supervisors.

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**CITY LEGAL OFFICE**

Position Title: Administrative Officer V  
 Salary Grade: SG - 18

Item No. CLO - 3

**Statement of Duties**

% of Working Time	Duties
20%	a. Manages the day-to-day operations of the office; prioritizes use of support staff and facilities.
5%	b. Manages the daily operations of information systems.
5%	c. Manages equipment, office services, and facilities.
15%	d. Manages schedules and appointments including trial dates and hearings, and meetings and travel.
5%	e. Maintains a professional and positive work environment by facilitating effective communication and information sharing among professional, paraprofessional, management, and support staff.
20%	f. Prepares legal correspondence and documentation.
5%	g. Participates in strategic planning process with management to identify and accomplish short- and long-term organizational goals.
5%	h. Assists in the budget preparation for the programs and activities of the office.
15%	i. Implements operational policies and practices to ensure quality services.
5%	j. Performs other related duties as assigned.

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**OFFICE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

Position Title: Human Resource Management Officer III  
 Salary Grade: SG-18  
 Section: Benefits Administration Services

Item No. : HRMO-2

**Statement of Duties**

% of Working Time	Duties
30%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to personnel administration including Leave and Payroll Administration and Employee Welfare and Benefits Programs.
20%	b. Exercise administrative functions in accordance with existing Civil Service Laws, rules and regulations relative to personnel management.
15%	c. Draft policies, procedures and guidelines on human resource management.
15%	d. Prepare review consolidate and submit budgetary estimates and justification.

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10%	e. Assists in the planning and implementation of Rewards and Recognition related program and activities.
5%	f. Acts as Secretariat to the PRAISE Committee.
5%	g. Performs other related functions.

Position Title: Human Resource Management Officer III  
Salary Grade: SG-18  
Section: Human Resource Development Services

Item No : HRMO-3

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
35%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to Learning and Development and Performance Management System.
20%	b. Prepares programs and activities related to L&D and PMS.
15%	c. Assists in the conduct of learning and development activities.
15%	d. Conducts researches and evaluation related to development programs to improve employee performance in the service delivery and maximize use of manpower.
10%	e. Acts as Secretariat to the Personnel Development and Performance Management Committee.
5%	f. Performs other related functions.

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Position Title: Human Resource Management Officer III  
Salary Grade: SG-18  
Section: Recruitment Services

Item No. : HRMO-4

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
30%	a. Coordinates and monitors the implementation of HRD programs, projects and activities related to Recruitment, Selection and Placement.
25%	b. Checks, reviews & analyzes position descriptions of personnel to conform with the organization's and department's mandate.
20%	c. Provides secretarial, technical and administrative services to the PSB.
15%	d. Renders reportorial services to local and national agencies, NGAs and all other concerned offices.
10%	e. Performs other related functions.

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Position Title: Computer Operator IV  
 Salary Grade: SG-14

Item No. : HRMO-5

Statement of Duties

% of Working Time	Duties
50%	a. Responsible for the updating of personnel records and profile in the Human Resource Information System.
20%	b. Develops and maintain a system to integrate the profile of employees relevant to the four core HR systems.
20%	c. Develops system to automate analysis of data relevant to the employee development programs.
10%	d. Performs other related functions.

Position Title: Computer Operator IV  
 Salary Grade: SG-14

Item No. : HRMO-6

Statement of Duties

% of Working Time	Duties
40%	a. Assists in the implementation of the Performance Management Systems.
25%	b. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances.
20%	c. Maintains a portfolio of identified training programs or other development interventions that can improve the employee's competencies and performance.
10%	d. Liaises with other departments/government entities on personnel-related matters.
5%	e. Performs other related functions.

**CITY INFORMATION TECHNOLOGY OFFICE**

(Information and Communication Technology Office-proposed)

Position Title: City Government Department Head I  
 Salary Grade: SG – 25

Item No. CIT-1

Statement of Duties

% of Working Time	Duties
15%	a. Primarily performs the function of the department to achieve its missions and goals
10%	b. Coordinates directly with the user departments to initiate projects, system improvements, process re-engineering, implementations, evaluations and policy executions.

15%	c. Formulates policies, guidelines and recommendations related to its scope of accountability: the hardware and software components for the Local Chief Executive.
15%	d. Directs, leads, supervises and controls the four sections of the department including the operations of Data Centers, Command Centers, Control Rooms, Data Archives and Library
10%	e. Assesses work performance, job assignments and recommends action to the Local Chief Executive
10%	f. Identifies and analyzes personnel capability building and training needs including those of the user departments' people were related to information and communication technology.
15%	g. Reviews project designs, project proposals, layouts, technical details, reports and other output of the four sections for recommendation to the Local Chief Executive.
10%	h. Does other tasks as directed by the Local Chief Executive.

Position Title: Information Technology Officer II

Item No. CIT-2

Salary Grade: SG – 22

Section: SYSTEMS ANALYSIS AND DESIGN SECTION

Statement of Duties

% of Working Time	Duties
20%	a. Assists the Department Head in the coordination with the user departments for project designs and system requirements.
20%	b. Gathers data, analyzes systems, prepares system requirements including databases, system specifications, system designs and programming schedules.
20%	c. Coordinates with system developers in the performance of the project designs, specifications and programming schedules.
20%	d. Tests and evaluates systems if conforming with the design and specifications.
20%	e. Leads in the implementations of system improvements, process re-engineering and new projects.

Position Title: Information System Analyst II

Item No. CIT - 3

Salary Grade: SG – 16

Section: SYSTEMS ANALYSIS AND DESIGN SECTION

Statement of Duties

% of Working Time	Duties

20%	a. Assists in the data gathering methodologies and activities.
20%	b. Assists in the preparation of the database designs and requirements.
20%	c. Designs report formats, forms, screens requirements of the projects/programs according to the designs and specifications set.
20%	d. Prepares User Guides/Manuals and system documentations.
20%	e. Does other tasks as directed by the Section Head/Senior Analysts.

Position Title: Computer Programmer II                      Item No. CIT - 4  
Salary Grade: SG – 15  
Section: SOFTWARE DEVELOPMENT SECTION

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
20%	a. Interprets the project/program design, specifications and requirements including databases for system developers.
15%	b. Leads the system developers in the realization of the system design including databases.
15%	c. Assists the Information Systems Analysts in testing and evaluations of projects/systems in the user sites.
15%	d. Leads in the troubleshooting of software-related problems and implemented systems at the user departments.
15%	e. Translates requests for customized reports of the implemented systems from the user department and assists system developers execute.
10%	f. Evaluates Junior Programmers performances.
10%	g. Does other tasks as directed by the Section Head and/or immediate Supervisor.

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Position Title: Computer Programmer I                      Item No. CIT – 5; CIT – 6  
Salary Grade: SG – 11  
Section: SOFTWARE DEVELOPMENT SECTION

**Statement of Duties**

<b>% of Working Time</b>	<b>Duties</b>
20%	a. Develops projects/systems according to design, specifications and requirements.
20%	b. Develops reports, forms and screens according to design, specifications and requirements.
20%	c. Creates the databases required by the projects/systems.
20%	d. Performs the translated requests for customized reports of the implemented systems from the user departments.

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10%	e. Acts as frontline support for user departments concerns related to the implemented systems.
10%	f. Does other task as maybe directed by the Section Head and/or Lead Programmer.

Position Title: Information Technology Officer

Item No. CIT – 7

Salary Grade: SG – 19

Section: COMMUNICATION DESIGN, INSTALLATION AND MAINTENANCE SECTION

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
15%	a. Assists in the design of the communication networks.
15%	b. Leads in the installation of the design, monitoring and upholding its performance.
15%	c. Performs periodic review of the functions performed by the communication network and evaluates if technical requirements are met.
15%	d. Consult operators at the user departments and other stakeholders regarding the performance of the communication network.
15%	e. Reports the status of the communication network and recommends improvements when necessary.
15%	f. Evaluates performances of the computer operators.
10%	g. Does other tasks as directed by the Section Head and/or Immediate Supervisor.

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Position Title: Engineer II

Item No. CIT – 8

Salary Grade: SG – 16

Section: COMMUNICATION DESIGN, INSTALLATION AND MAINTENANCE SECTION

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
20%	a. Performs the design of the communication network as per requirements.
20%	b. Ensures the full functionality of the communication network.
20%	c. Leads in the inspection, troubleshooting, repairs and maintenance of the communication network.
20%	d. Evaluates performances of the technicians.
20%	e. Does other tasks as directed by the Section Head and/or Immediate Supervisor.

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Position Title: Computer Operator IV

Item No. CIT – 9

Salary Grade: SG – 14

Section: COMMUNICATION DESIGN, INSTALLATION AND MAINTENANCE SECTION

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
25%	a. Assists in the installation and maintenance of the communication network as per design requirements.
25%	b. Troubleshoots and repairs communication network related problems.
25%	c. Does recording and prepares necessary reports related to the communication network performance.
25%	d. Does other tasks as directed by the Section Head and/or Immediate Supervisor.

Position Title: Computer Maintenance Technologist I

Item No. CIT – 10

Salary Grade: SG – 11

Section: NETWORK ADMINISTRATION AND MAINTENANCE SECTION

Statement of Duties

<b>% of Working Time</b>	<b>Duties</b>
25%	a. Performs hardware system trouble-shooting, repairs and maintenance tasks.
25%	b. Installs necessary system software requirements for the full functionality of the hardware.
25%	c. Performs inspections to hardware system.
25%	d. Does other task as may be directed by the Direct Supervisor or Section Head.

**SECTION 5. Implementing Guidelines.** The City Human Resource Management Office is hereby mandated and shall see to it that the plantilla positions as herein created for Local Government Unit of Bayawan City is in accordance with the qualifications standard of the Civil Service Commission (CSC) and in conformity with the existing policy of the Department of Budget and Management (DBM).

**SECTION 6. Separability Clause.** If any portion of this Ordinance is declared invalid, the remaining of this Ordinance shall not be affected and shall remain valid and enforceable.

**SECTION 7. Repealing Clause.** All Ordinances, Rules, and Regulations or part thereof where provisions are in conflict or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

**SECTION 8. Effectivity Clause.** This Ordinance shall take effect upon its approval.

**"ENACTED."**


\* \* \*

I hereby certify to the correctness of the foregoing resolution.

\* \* \*

  
JULIUS T. ESPARTERO  
Secretary to the Sangguniang Panlungsod

ATTESTED:

  
HENRY E. CARREON, JR.  
Vice Mayor  
Presiding Officer

APPROVED:

  
PRYDE HENRY A. TEVES  
Mayor

Date: 11 MAY 2021

Copy for:

- The Honorable Provincial Board, Dumaguete City